Beckfoot Upper Heaton School - Accessibility Action Plan

Updated: 07/11/2025

Costs key: N=None, M=Minimal, OG=Ongoing, ST=Structural change, EX=Major structural change

(green)	Work completed
(amber)	In progress
(red)	Not yet progressed

Priority A

Item ref	Details / issue	Recommendation	Est cost	Action Taken
All priority A actions completed				

Priority B

Item ref	Details / issue	Recommendation	Est cost	Action Taken
1.1	Beckfoot Upper Heaton School is located off Thorn Lane. The school features a car park with three accessible bays. Local transport links include a school bus drop off area, alongside further, public bus stops within close proximity to the school. Options on how to arrive at the school were not identified on the website. This would be beneficial, particularly as SAT NAV directions lead visitors to the school to an entrance not suitable for vehicular or visitor access.	Options on how to arrive at the site should be clearly illustrated on literature and on the website. The information regarding the site on the internet should be fully accessible for persons with reading disabilities through enlargement capability and screen readers, combined with synthetic speech or Braille displays. A clear and logical design that includes written explanations for visual or audio content. Text and graphics should be easily understood without use of colour. The new revision of the BS8300 highlights the importance of communication prior to a site visit. BS8300 states that clear and accurate pre-visit information via websites, literature, social media, telecommunications that is easy to access and understand and available in alternative formats, including details of modes of transport, parking, drop-off and what level of accessibility to expect on arrival should be provided. It may be beneficial for the school to contact the relevant department, who provide Google Maps directions, to ensure that directions to the school lead visitors to the correct entrance.	N	
12.81	The staff changing facilities in the sports hall did not feature lowered hooks to assist wheelchair users or people who are short in stature. The student changing facility did not feature lowered hooks to assist people who are short in stature. Grab rails were not provided to the shower facilities, the cubicle doors were not contrasted, and the cord alarm was tied in the student female changing facility.	Clothes hooks should be provided, located on the wall or alternatively on the back of the door at two heights of 1400mm and 1050mm, in the changing and accessible facilities.	M	

13.4	Grab rails were not provided to the internal face of any compartment doors. The coat hooks provided in each facility were high from ground floor level and may not be accessible for both standing and seated users.	A well contrasted grab rail should be provided to the inner face of the accessible WC doors. Two clothes hooks should be provided, one at 1050mm and the other at 1400mm above the floor. They should be located next to the mirror or to the inner face of the door.	M	
14.3	Of the dining areas identified, each appeared to be a suitable height. Signage for induction loop systems was not identified.	Proportionate to demand, one of the serving counters should feature an induction loop to accommodate people with hearing impairments.	M	
14.6	The library counter featured a lowered counter. Signage for an induction loop was not identified. A selection of texts suitable for people who are dyslexic, were identified.	Proportionate to demand,install an induction loop to the library counter. Install signage indicating the availability of the facility and ensure that staff members are aware in how to use the system. Direct Access has its own bespoke desk induction loop for people with hearing impairments. We are able to supply, install and provide brief training. Please see here and contact us for more information - https://directaccessgp.co.uk/induction-loops-and-hearingenhancement-systems/ BS8300 - A hearing enhancement system, using induction loop, infrared or radio transmission, should be installed at service or reception counters where the background noise level is high.	M	
16.7	A portable induction loop system was not identified, which may be beneficial for small meetings, such as those between parents and staff.	Proportionate to demand, it may be beneficial to purchase Portable Induction Loops that could be beneficial for one-to-one meetings at the premises, which can be transported around the premises when required. ? Signage should be provided indicating that the availability of a portable induction loop is available on request. Where a Portable Induction loop is present it is important to ensure that procedures are in place to provide training and charging so that the system is available on demand.	M	

Priority C

Item ref	Details / issue	Recommendation	Est cost	Action Taken
1.4	Routes on the school ground were level and even. There are areas of paving on approach to the school gates along Thorn Lane that are uneven and could be trip hazards.	Remedial works should be undertaken to the paving to eliminate the potential tripping hazard. ? BS8300 - Uneven surfaces, surfaces of loose materials (e.g. gravel) and large gaps between paving materials cause problems for wheelchair users, people with impaired vision and people who are, generally, unsteady on their feet.	M	
1.9	The entrance gates across the school did not contrast against the surrounding fencing. Contrast could provide assistance to people who are partially sighted.	Add colour contrast to the gates and their controls to aid people with impaired vision.	M	
2.2	The signage provided to the front of the bay was small and could be missed.	Install a sign to the front of any accessible parking space. According to BS8300 - Sign should be present with its lower edge 1000 mm above the ground, to identify parking space when road markings are obscured, e.g. by snow or fallen leaves, with the words “Blue Badge holders only”.	M	
4.2	The handrails provided to the external steps were exposed metal, which could be cold to the touch.	BS8300 compliant handrails should be installed to both sides of the external steps. The handrails should be coated with nylon or a suitable alternative to ensure that they are not cold to touch.	M	

5.8	The bell for the sports hall was positioned high from ground floor level at approximately 1500mm. The main entrance featured a call bell at approximately 1220mm and the entrance reader was positioned at approximately 1065mm from ground floor level.	The call buttons/bells should be relocated at a height of between 900mm and 1100mm from finished floor level.	M	
6.7	No signage was identified to state that any information provided by the school was available in alternative, accessible formats.	It is recommended that signage be installed to indicate that all public information issued can be provided in accessible formats on request. Refer to 15.7.	N	
8.2	Each stairwell featured large, glazed area, leading onto the main corridors. Large, floor to ceiling glazed areas were also identified on each floor overlooking outside. Glazed areas were identified overlooking the canteen. Large, glazed areas could be collision hazards without suitable manifestations. They could also cause discomfort for people with vestibular conditions.	The glazed areas must be clearly highlighted with manifestation that contrasts visually with the surface behind it. This manifestation should be located within two zones, from 850mm to 1000mm from the floor and from 1400mm to 1600mm from the floor. PAS 6463: Where full-height glazing are proposed on upper floors, the impact should be assessed. The application of non-transparent manifestation or non-reflective film to a lower proportion of the glazing should be taken into account as a helpful intervention, without affecting views out. Full-height glazing can cause difficulties for some people with vestibular conditions, such as Meniere's, particularly at upper levels where they can feel unsteady or dizzy.	M	
8.7	The staff, sign in screen was positioned at approximately 1270mm from ground floor level at the main entrance. The push release control from the hygiene room may be marginally high at 1200mm from ground floor level. Proximity readers were appropriately positioned across the remaining area of the school.	Consideration should be taken to mounting the staff sign in screen at a height that is suitable for both standing and seated users. The door release systems should be located within a height range of 900mm to 1100mm.	M	
10.2	The light grey nosings, against the slightly darker steps, may not provide sufficient contrast to assist people who are partially sighted.	New nosing strips should be installed to the edge of the steps. All nosing strips should be uniform in colour. ? BS8300 - Each step nosing should incorporate a durable, permanently contrasting continuous material for the full width of the stair on both the tread and the riser to help people who are blind or partially sighted appreciate the extent of the stair and identify individual treads. The contrasting material should extend 50 mm to 65 mm in width from the front edge of the tread and 30 mm to 55 mm from the top of the riser, and should contrast visually with the remainder of the tread and riser.	M	
11.3	The handrail provided was not well contrasted against the surrounding compartment.	The lift car should include a contrasted handrail at 900mm height located so that it does not obstruct controls or mirror.	M	
11.6	The external controls required key access. The call button was not well contrasted against its surrounding. The internal controls featured tactile information.	Lift call buttons and lift car control buttons must be identifiable visually by suitable contrast and by touch by relied or Braille. Buttons must be distinguishable from plate or surrounds and include operating feedback to inform the user that the button has been pushed.	M	
12.3	Student WC facilities were uniform in design and featured contrasted fixtures and fittings. The staff facilities opposite F.22, those on the first floor and those within the sports facilities, were not well contrasted against their surroundings as there were white fittings against light grey surroundings.	Greater contrast should be considered for the fixtures and fittings within the staff and sports WCs. This can be achieved by having light sanitary ware seen against a dark background or vice versa. ? According to BS8300 - to help blind and partially sighted people identify key objects within sanitary accommodation, support rails and grab rails should contrast visually with the wall, the WC seat and cover should contrast visually with the WC pan and cistern, and sanitary fittings and accessories should contrast visually with the background against which they are seen.	M	

14.1	Limited seats with armrests were identified in the communal areas of the school. Chairs with armrests could assist people with ambulant disabilities.	A range of seating should meet the following recommendations across the school: 1) There should be a variety of seat heights, ranging from 380 mm to 580 mm, within which a height of 480 mm is suitable for wheelchair users. 2) Armrests should be provided to help people lower themselves onto the seat and stand up. 3) Where the seat is set at a height suitable for wheelchair users, armrests should not be at the extreme end of the seat but set in so as not to restrict the lateral transfer from a wheelchair to the seating. they should also not restrict front or oblique transfer. 4) A supportive back-rest should be incorporated for at least 50% of the length of the seat.	**M**	
14.2	Limited seats with armrests were identified in classroom areas. Seats with armrests could assist people with ambulant disabilities. Blue chairs and tables were identified in various classrooms, including but not limited to F.05, F.07 and F.02. This provides limited contrast between the furnishings, which could hinder people who are partially sighted.	Where possible a variety of seat heights at 380mm, 480mm and 580mm should be provided with some seating available with back and arm-rests. For single height only the seat height should be between 450mm – 480mm. Seating should contrast visually with the surrounding surfaces and should be considered when the seating is next changed. A contrast of 30 points LRV difference offers sufficient contrast.	**M**	
15.5	The location of the lift was not clear on approach to assist with way finding.	The appropriate lift signage should be provided. BS8300 - Signs and universally accepted symbols or pictograms, indicating lifts, stairs, circulation routes and other parts of the building should be provided. Visual signs should be self- evident and, in particular, legible to visually impaired people. Plain English and pictograms together should be used to assist people with learning difficulties.	**M**	

Priority D

Item ref	Details / issue	Recommendation	Est cost	Action Taken
1.2	The pedestrian route towards the school features dropped kerbs and tactile paving. Some of the tactile paving was damaged and requires repair as it has become uneven.	Site management should undertake liaison with the appropriate land owners or Council Department to replace the tactile paving in the area to aid people with impaired vision.	**N**	
1.6	There are bollards on approach to the main entrance, leading from the car park, that could be a collision hazard for people who are partially sighted as they do not feature contrasted markings.	Add colour contrast to the bollards to ensure that they are easily distinguishable against the background upon which they are seen. BS8300 - Low-level posts, e.g. bollards, should not be located within an access route. they should be at least 1000 mm high and should contrast visually with the background against which they are seen (it is desirable also to incorporate a 150 mm deep contrasting strip at the top).	**M**	
1.7	A post and light post were identified near to the accessible bays, which could be a collision hazard for people who are partially sighted.	Well contrasted markings should be provided at two heights to the posts/columns. Refer to BS8300 - Each free-standing post, e.g. a lighting column, within an access route should contrast visually with the background against which it is seen (it is desirable also to incorporate a band, 150 mm high, whose bottom edge is 1 500 mm above ground level, and which contrasts visually with the remainder of the column or post.	**M**	

1.8	The seating provided along the external areas of the school did not feature armrests. Armrests can assist people who have ambulant disabilities.	Provide benches with armrests. Ensure that the armrests are well contrasted and that there is a space either side of the seat so that a wheelchair user can park alongside a seated companion Seating in resting places should meet the following recommendations. 1) There should be a variety of seat heights, ranging from 380 mm to 580 mm, within which a height of 480 mm is suitable for wheelchair users. 2) Armrests should be provided to help people lower themselves onto the seat and stand up. 3) Where the seat is set at a height suitable for wheelchair users, armrests should not be at the extreme end of the seat but set in so as not to restrict the lateral transfer from a wheelchair to the seating. they should also not restrict front or oblique transfer. 4) A supportive back-rest should be incorporated for at least 50% of the length of the seat.	M	
2.6	Pedestrian routes were not clearly identifiable within the car park. Pedestrian routes can be beneficial for people who have hearing loss, or who are partially sighted, that may not notice oncoming traffic.	Mark out 1200mm wide hatched pedestrian routes within the car parks complete with signage warning of pedestrians. Also recommend providing a maximum speed limit of 5 mph within the car parks.	OG	
4.1	Tactile paving was provided to the main external steps that lead towards the school. The tactile paving provided to the steps that lead toward the school field featured tactile paving, but these were directly next to the step, rather than the recommended 400mm distance away from the final step. A set of stairs were identified close to the sports hall, within the car park. These steps did not feature tactile paving. The auditor was informed that these steps were not used.	Ensure that tactile paving is appropriately positioned by the external steps, 400mm from the foot landings. BS8300 - To give advance warning of a step, tactile paving with a corduroy hazard warning surface should be provided at the top and bottom of each flight, excluding intermediate landings with continuous handrails. Where the approach to the stair is wider than the flight, the tactile surface should extend beyond the line of each edge of the flight.	M	
5.1	The main entrance to the school was clearly signposted; however, the entrance doors were not clearly visible from the surrounding frames. Contrast could assist people who are partially sighted towards the main entrance.	Colour contrast should be added to the entrance to ensure that it is clearly visible on approach to aid people with impaired vision. AD M - The presence of the door should be apparent not only when it is shut but also when it is open. Where it can be held open, steps should be taken to avoid people being harmed by walking into the door.	M	
5.9	The entrance doors featured manifestations at two heights. The lobby door to the main entrance featured one door with no manifestations. This could be a collision hazard.	Well contrasted manifestations should be provided at two heights to both doors at the lobby entrance. Glazed doors need to have permanent strips on the glass within two zones, from 850mm to 1000mm from the floor and from 1400mm to 1600mm from the floor. These strips need to be contrast in colour (not treated glass) and luminance with the background seen through the glass in all light conditions.	M	
6.4	A contrasted section of flooring was not provided to the area in front of the reception desk. Contrast could assist people who are partially sighted.	It is recommended that a section of the flooring in front of the reception desk be replaced with an alternative that is suitably colour contrasted. This will aid people with impaired vision when attempting to locate the reception desk.	M	
11.9	A 1500mm by 1500mm contrasted section of flooring was not provided to the area directly at the lift landings, which could assist people who are partially sighted.	A clear, contrasted and level manoeuvring space of not less than 1500 mm × 1500 mm should be provided in front of the entrance to all types of lifting appliance.	M	
14.4	The dining area featured tables with fixed seating.	Where possible a variety of seat heights at 380mm, 480mm and 580mm should be provided with some seating available with back and arm-rests. For single height only the seat height should be between 450mm – 480mm. Some seating should be freely moveable.	M	

14.8	The kitchenettes and sink areas identified across the school featured turn style taps that may not be suitable for people with limited dexterity in their wrists. Kitchenettes did not feature lowered counters that could assist wheelchair users and people who are short in stature. The kitchenette F.19 was small and may not be suitable for a wheelchair user to access as a 1500mm by 1500mm manoeuvring space was not provided.	At the next refurbishment or when kitchenettes are changed, consideration should be given to installing split height work surfaces. This will ensure that the facilities can be used by all. The staff kitchens/refreshment areas should feature a worktop at 850mm height that includes an 800mm long section with a clear space beneath the depth of the work surface and at least 700mm in height. Taps should either be mixer taps with a single lever action to control water flow, or individual, clearly marked, hot and cold lever operated taps with not more than a quarter turn from off to full flow. The facilities in kitchenette F.19 must be replicated, relocated or offered in alternative accessible locations on an equal basis when it is required by disabled people. Any alternative location used must be subject to review in response to access requirements and user need to ensure that accessible facilities are provided.	**M/N**	
15.6	There are notices across the school that are written entirely in upper case lettering, which is not best practice. Notice boards with coverings were identified as reflective, which could create glare for people who are partially sighted.	Implement a management procedure to ensure that any temporary notices are typed out using a mixture of lower and upper case lettering. According to best practice, words entirely in upper case type (capital) should be avoided. A sans serif type face with a relatively large “capital” height to “x” height should be used. When the notice boards are next changed, consideration to removing or replacing the coverings should be taken.	**M/N**	
16.2	Dimmer light controls were identified across the school, many of which were well contrasted against their surroundings. The white light switch plates that were white, against a light grey background were not well contrasted.	At the next refurbishment for the sites, it would be beneficial to change the white light switch plates with alternatives that have a grey/silver plate. This will ensure that they are easily located by people with impaired vision.	**M**	
16.4	Wall lighting was identified in the stairwells, which could cause glare for people who are partially sighted.	Each flight and landing of a stepped access route should be well illuminated, providing a clear distinction between each step and riser. The illuminance at tread level should be at least 100 lux. Lighting that causes glare (such as poorly located wall lights, spotlights, floodlights or low-level light sources) should be avoided.	**M**	